State of California
CALIFORNIA COMMISSION ON TEACHER CREDENTIALING
Box 944270 (1900 Capitol Avenue)
Sacramento, CA 94244-2700
(916) 445-7254 (888) 921-2682
Web Site: http://www.ctc.ca.gov
E-Mail: credentials@ctc.ca.gov

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EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT

This emergency teaching permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one year. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.

REQUIREMENTS FOR THE PERMIT:			
	possession of a baccalaureate or higher degree from a regionally accredited college or university; passage of the California Basic Educational Skills Test (CBEST). For more information on this examination contact CBEST Program, National Evaluation System, Inc., P.O. Box 340880, Sacramento, CA 94834-0880, or by phone at (916) 928-4001.		
APF	PLYING FOR THE PERMIT:		
Applicants may submit their application packets directly to CCTC or through their employing agency. The application packet must include:			
	completed 41-4 application form; completed 41-CIC and Livescan form (41-LS) or two fingerprint cards (FD-258) (if not submitted previously); a copy of the CBEST "Verification of Passing" score report; official transcripts showing conferral of the appropriate degree; all required fees (see "Fee Information" leaflet CL-659).		
APPLYING FOR RENEWAL			
Applicants may submit their application for renewal directly through CCTC or through their employing agency. Applications submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or CCTC.			
Renewal application packets must include:			
	completed Renewal & Reissuance form (41-Ren); application fee (see "Fee Information" leaflet CL-659).		

CL-505P 2/00

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EMERGENCY SUBSTITUTE TEACHING PERMIT FOR PROSPECTIVE TEACHERS

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one year. The holder may serve as a substitute for no more than 30 days for any one teacher and may only serve for a maximum of 90 days during the school year.

Requi	rements for the Permit:
	completion of a minimum of ninety (90) semester units of course work from a regionally accredited California college or university;
	verification of current enrollment in a regionally-accredited four-year California college or university; and
	passage of the California Basic Educational Skills Test (CBEST).
Apply	ring for the Permit:
	nts may submit their application packets directly to CCTC or through their employing agency. The application nust include:
	completed 41-4 application form;
	completed 41-CIC and two completed fingerprint cards (if not previously submitted);
	all required fees (see "Fee Information" leaflet CL-659);
	official transcripts showing required course work, as described above;
	verification of enrollment in a regionally accredited four-year California college or university by an original letter from the registrar or office of admissions, or official transcripts showing work in-progress; and
	an original CBEST "Verification of Passing" score report.
Apply	ring for the one-time reissuance of this permit:
or throu for one	nts may only apply for one reissuance of this permit. Applicants may submit their application directly to CCTC gh their employing agency. Applications submitted prior to the expiration date of the current permit will be valid year beginning the date the current permit expires. Applications submitted after the current permit expires will be one year starting the date the application is submitted to the employing agency or CCTC.
Reissua	nce application packets must include:
	completed 41-4 application form;
	application fee (see "Fee Information" leaflet CL-659);
	official transcripts showing completion of fifteen (15) semester units of course work from a regionally accredited four-year California college or university taken since the previous permit was issued; and
	verification of continued enrollment in a regionally accredited four-year California college or university by an original letter from the registrar or office of admissions, or official transcripts showing work in-progress.

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REQUIREMENTS FOR THE PERMIT:

EMERGENCY CAREER SUBSTITUTE TEACHING PERMIT

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one year. The holder may serve as a substitute for no more than 60 days for any one teacher during the school year. The holder may only serve for 20 days in a special education classroom.

	 verification by the employer of <u>one</u> of the following: (a) Three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching in the California school district requesting the permit immediately preceding the date of application; or (b) If the county office of education is responsible for the assignment of day-to-day substitutes for all of their school districts, three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching accumulated from one or more California school districts in the county requesting the permit immediately preceding the date of application;
	statement of endorsement signed by the superintendent of the employing school district or county office of education that the individual has served successfully in the district(s) and that the district(s) would allow the individual to substitute teach for up to 60 days for one teacher during the school year; and
	verification that the employing agency will make available to the permit holder the staff development activities that are offered to their regular teaching staff.
APF	PLYING FOR THE PERMIT:
App	licants must submit their application packet through their employing agency. The packet must include:
	completed 41-4 application form;
	completed 41-CIC and two completed fingerprint cards (if not previously submitted) or Livescan form (41-LS);
	all required fees (See "Fee Information" leaflet CL-659); and
	documentation from the employing agency as described above*.
APF	PLYING FOR REISSUANCE:
expi subr	licants must submit their application for renewal through their employing agency. Applications submitted prior to the ration date of the current permit will be valid for one year beginning the date the current permit expires. Applications mitted after the current permit expires will be valid for one year starting the date the application is submitted to the loying agency or CCTC. Renewal application packets must include:
	completed 41-4 or 41-Ren application form;
	application fee (see "Fee Information" leaflet CL-659);
	statement of continued endorsement from the superintendent of the employing school district or county office of education * ; and
	verification that staff development activities that were offered to regular teaching staff were made available to the permit holder*.
activ	m CL-505c may be used to verify the three years of teaching experience, the availability of staff development rities to the permit holder, and the endorsement from the superintendent. Verification of these requirements may also ubmitted on letterhead paper if an employing agency chooses not to use form CL-505c.

CL-505b 2/00

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EMERGENCY DESIGNATED SUBJECTS VOCATIONAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMIT

Authorization:

The Emergency Designated Subjects Vocational Education Permit for 30-Day Substitute Teaching Service authorizes the holder to serve as a substitute in any classroom in any county in which the permit is registered provided the employing agency has a completed Statement of Need. **Such substitute teaching shall be part of a program of technical, trade, or vocational education.** However, the holder shall not serve as a substitute for more than 30 days for any one teacher during the school year.

Requirements for initial issuance:

- high school diploma or a diploma based upon passage of the General Education Development (GED) Test;
- (2) verification, by employers, of five years of work experience directly related to a subject named on the reverse side of this leaflet. Forty-eight semester units or seventy-two quarter units of postsecondary vocational training, related to that vocational education subject and verified by official transcript, may be substituted for a maximum of two of the five years of work experience. This substitution may be made on a pro rata basis up to the two year maximum. Teaching experience is not applicable to this requirement;
- (3) a completed application form and the appropriate fee submitted directly to either the Commission or to the employing agency;
- (4) unless fingerprint clearance is already on file with the Commission, submission of the Character and Identification Clearance Form (41-CIC) and a Livescan receipt (41-LS) or two fingerprint cards (FD-258), and the appropriate fee.

Requirements for the first and second reissuances:

 a completed application form and the appropriate fee submitted directly to either the Commission or to the employing agency for each reissuance. Each reissuance is valid for one year.

Requirements for the third and all subsequent reissuances:

- (1) verification of completion of 30 clock hours of professional growth since the issuance date of the last permit.
- (2) a completed application form and the appropriate fee submitted directly to either the Commission or to the employing agency for each reissuance. Each reissuance is valid for one year.

Valid Dates:

An Emergency 30-Day Substitute Teaching Permit is valid for one year.

Appropriate Subjects For Experience Requirement

- A accounting occupations; agriculture business management and marketing; agriculture mechanics; airframe and powerplant mechanics; amusement and theme park occupations; animal care; animal control; animal production; athletic trainer; automotive body repair and refinishing; automotive brake installation and repair; automotive electrical systems service and repair; automotive heating and air-conditioning service; automotive mechanics; automotive parts counterperson; automotive suspension and steering repair; automotive transmission and transaxle service and repair; avionics
- B banking; barbering; bicycle repair; biomedical equipment technology; boat building; business management
- C carpentry; child care; clothing, alteration and repair; commercial art; commercial diving; commercial photography; communications electronics; computer applications; computer assisted manufacturing; computer electronics; computer maintenance and repair; computer programming; computer systems operation; concrete placing and finishing; construction equipment operation; construction inspection; control system maintenance and repair; cosmetology; court reporting; crop production; custodial services; customer service representative
- D dental services; diesel equipment mechanics; dietetics and nutrition service; drafting occupations; drywall installation
- E elderly care services (non-medical); electric motor repair; electrical power distribution; electrician; electronic consumer products service; electronic publishing; electronics assembly; energy, environment and resource management; engine performance technician; event and conference planning
- F fabric maintenance services; family and human service occupations; fashion design; fashion manufacturing (factory and custom); fashion merchandising; financial management and services; fire control and safety; fire fighting; floor covering installation; floriculture and floristry; food and beverage production and preparation; food and beverage services; forestry, natural resources and rural recreation; foundry work; furniture making, finishing and refinishing
- G general contracting; glazing
- H hazardous materials occupations; health care biotechnology services; health care diagnostic services; health care information services; health care preventive services; health care supportive services; heating, air-conditioning and ventilation installation and service; heavy equipment maintenance and repair; hotel and lodging occupations; hybrid microelectronics
- I income tax preparation; industrial ceramics manufacturing; industrial electronics; industrial maintenance; information processing; information systems management; instrument repair; insurance occupations; interior design; interior maintenance (residential and commercial); international trade
- J jewelry design, fabrication, and repair
- L landscaping; law enforcement occupations; legal office occupations; locksmithing and safe repair
- M machine tool operation and machine shop; major appliance repair; manicuring and pedicuring; marine power plant maintenance and repair; marketing; masonry; medical office services; metal fabrication; millwork and cabinet making; motor sweeper operator; motorcycle service and repair; multimedia production
- N nursing services
- O office occupations; optical goods work; ornamental nursery operation
- P painting-construction; pipefitting and steamfitting; plastering; plastics and composites manufacturing occupations; plumbing; pool and spa service; printing and graphics occupations; product development, testing and demonstration; protective and security services
- R railroad operations, real estate; recreation; refrigeration installation and maintenance; residential and commercial repair and remodeling; robotics; roofing
- S secretary/stenographer; sheet metal fabrication; shoe repair; small appliance repair; small business ownership and/or management; small engine service and repair; stage technology; structural and reinforcement ironwork; structural pest control; surveying
- T teaching/teacher aide; technical illustration; telecommunications; textile design; textile production and fabrication; therapeutic services; tile setting; tool and die making; tow truck operation; travel services; truck and bus driving
- **U** upholstering
- W warehousing; water treatment; welding

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CALIFORNIA BASIC EDUCATIONAL SKILLS TEST

The California Education Code and Title 5 Regulations specify that every applicant for a credential, certificate or permit to serve in the public schools of California must verify basic skills proficiency by obtaining a passing score on the California Basic Educational Skills Test (CBEST) before the credential, certificate or permit will be issued.

The CBEST serves two purposes in addition to certification. First, it may be required as a condition of employment. Applicants should contact the school district where they are considering employment for more information about this requirement. Also, the CBEST must be taken for diagnostic purposes prior to the final deadline for application for admission to a teacher preparation program. Contact the college or university education department for more information about this requirement.

Individuals only need to pass the CBEST once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST one must obtain a minimum scaled score of 41 in each of the three sections (reading, writing and mathematics). However, a section score as low as 37 is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration.

Applicants for the following documents are exempt from the CBEST requirement:

- 1. Renewal, reissuance, or upgrading of existing credentials, certificates, or permits;
- 2. An additional credential, certificate, or permit to teach when the applicant holds a non-emergency California teaching document which required a bachelor's degree;
- 3. Credentials issued solely for teaching adults in apprenticeship programs;
- 4. Those Designated Subjects Credentials for which a bachelor's degree is not required:
- 5. Certificates of Clearance;
- 6. Children's Center Instruction Permits, Child Development Permits and Special Center Permits; and
- 7. Health Services Credentials, unless the document also authorizes teaching.

Applicants for the following documents may serve on a credential for one year pending the passage of CBEST:

- 1. Exchange Credentials; and
- 2. One-Year Nonrenewable (OYNR) Credentials. This credential may be issued to applicants who have completed their professional training outside of California and who have met all of the requirements for an initial California credential or permit except for a passing score on the CBEST. Applicants for the OYNR credential must submit a completed application packet through a California school district or county office of education that must include written verification that (1) the district or county cannot find a fully credentialed person to fill the open position, or one or more credentialed persons are available but do not meet the specified employment criteria for the open position, (2) they have offered employment to the credential applicant, and (3) the applicant has passed a basic skills test developed by the district or county. The district basic skills test does not replace the CBEST, which must still be taken and passed during the first year of employment.

The CBEST Registration Bulletin provides comprehensive information and instructions on test registration and administration processes. It is available at many school district and county education offices, testing offices or education department offices at California colleges or universities offering Commission-approved subject-matter or teacher preparation programs, or from the:

CBEST Program
National Evaluation Systems, Inc.
P.O. Box 340880
Sacramento, CA 94834-0880
(916) 928-4001
(TDD): (916) 928-4191

CL-667 3/00

CALIFORNIA BASIC EDUCATIONAL SKILLS TEST (CBEST)

Sources for CBEST Information:

Credentialing Requirements:

California Commission on Teacher Credentialing

Box 944270

Sacramento, CA 94244-2700

Phone: (916) 445-7254, or (888) 921-2682

Administration of CBEST:

CBEST Program
National Evaluation Systems, Inc.
P.O. Box 340880
Sacramento, CA 95834-0880
(916) 928-4001
(TDD) 928-4192

Internet address: www.ctc.ca.gov

E-Mail Address: credentials@ctc.ca.gov (Please include postal address in e-mail messages)

Internet address: www.cbest.nesinc.com

Fees for 2000-2001:

Fee for Regular Registration for any or all sections of the CBEST	\$40
Fees for Additional Services:	
Change of Registration (test date, test area)	\$15
 Change of Registration (test date, test area) Late Registration (in addition to the regular registration fee) 	\$20
Emergency Registration (in addition to the regular registration fee)	\$40
Score Verification: Reading and Mathematics sections.	
Score Report Reprints	

CBEST 2000-2001 Registration Schedule

Test Date (Saturday morning)	Postmark Deadline for Regular Registration	Late Registration Period (by phone only; requires an additional \$20 fee)	Emergency Registration Period (by phone only; requires an additional \$40 fee)	Score Report Mailing Date
April 15, 2000	March 17, 2000	March 20 – April 4, 2000	April 5 – 11, 2000	May 12, 2000
June 10, 2000	May 12, 2000	May 15 – 30, 2000	May 31 – June 6, 2000	July 7, 2000
August 5, 2000	July 7, 2000	July 10 - 25, 2000	July 26 - August 1, 2000	Sept. 1, 2000
October 7, 2000	Sept. 8, 2000	Sept. 11 - 26, 2000	Sept. 27 - Oct. 3, 2000	Nov. 3, 2000
December 2, 2000	Nov. 3, 2000	Nov. 6 - 21, 2000	Nov. 22 - 28, 2000	Jan. 5, 2001
February 10, 2001	Jan. 12, 2001	Jan. 16 - 30, 2001	Jan. 31 - Feb. 6, 2001	March 9, 2001
April 7, 2001	March 9, 2001	March 12 - 27, 2001	March 28 - April 3, 2001	May 4, 2001
June 9, 2001	May 11, 2001	May 14 - 29, 2001	May 30 - June 5, 2001	July 6, 2001

PLACEMENT INFORMATION

The California Commission on Teacher Credentialing does not maintain a teacher, or other certificated employee, recruitment and placement service. Applications for employment should be made to individual school districts. Information about school districts, pay scales, and other personnel-related matters is available from the offices of the individual county superintendents of schools listed on the reverse of this form. For information on teaching employment opportunities throughout California, contact the California Center for Teaching Careers (CalTeach) at 1-888-CalTeach or at www.calteach.csulb.edu through the Internet. The following directories, which offer additional information, may be ordered from the California State Department of Education, Bureau of Publications, Sales Unit, P.O. Box 271, Sacramento, CA 95812-0271, Telephone Number (916) 445-1260.

California Public School Directory \$19.50 (plus sales tax appropriate to California

county of residence)

Private Elementary and High School Directory \$17.50 (plus sales tax appropriate to California

county of residence)

TYPES OF CREDENTIALS ISSUED:

Permits: Child Development and Day-to-Day Substitute.

Teaching Credentials: Multiple Subject (elementary or self-contained classroom), Single Subject (secondary or departmentalized classroom), Education Specialist (Mild/Moderate, Moderate/Severe, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairment, Early Childhood Special Education), Specialist Instruction (reading, early childhood, gifted, bilingual/crosscultural), Designated Subjects (adult, vocational, special subjects).

Service Credentials: Administration, Librarianship, Health (School Nurse), Clinical or Rehabilitative (speech and hearing therapy), Pupil Personnel (school counseling, school psychology, school social work, and school child welfare and attendance).

Special Authorizations: Adapted Physical Education, Bilingual Crosscultural Language and Academic Development, Crosscultural Language and Academic Development, Resource Specialist, Reading Certificate.

APPLICATION REQUIREMENTS:

- 1. Application form 41-4 and current application processing fee;
- 2. Character and Identification Clearance form 41-CIC, two fingerprint cards, and current fingerprint card processing fee, or Livescan Service form 41-LS;
- 3. California Basic Educational Skills Test (CBEST) verification transcript, unless exempt (see form CL-667 for details);
- 4. Complete set of official transcripts;
- 5. Photocopies of all out-of-state credentials held; and
- 6. Letters from employers verifying previous teaching or service experience.

Note: All of the above information must be submitted in one package. Do not have any piece of information mailed to the Commission under separate cover.

AUTHORIZATION OF CREDENTIALS: The credentials issued by the California Commission on Teacher Credentialing authorize service in preschool, kindergarten, grades 1 through 12, and adult programs in California's public schools. For information about teaching at the community college level, contact the appropriate community college district. For information about teaching at other institutions of higher education, or at private schools, contact the institution or school directly.

CL-490 Rev. 5/00

DIRECTORY OF CALIFORNIA COUNTY SUPERINTENDENT OF SCHOOLS

COUNTY	SUPERINTENDENT'S NAME AND ADDRESS	TELEPHONE NUMBER
Alameda	Sheila Jordan, 313 W. Winton Avenue, Hayward 94544-1198	(510) 887-0152
	James W. Parsons, 43 Hawkside Dr., Markleeville 96120	
	David R. Wheeler, 217 Rex Avenue, Jackson 95642	
Butte	Jerry McGuire, 1859 Bird Street, Oroville 95965	(530) 538-7855
Calaveras	John Brophy, P.O. Box 760, 185 S. Main Street, Angels Camp 95221	(209) 736-4662
Colusa	Kay C. Spurgeon, 146 Seventh Street, Colusa 95932	(530) 458-0350
	Joseph A. Ovick, 77 Santa Barbara Road, Pleasant Hill 94523	
	Walt Hanline, 301 W. Washington Blvd., Crescent City 95531	
	Vicki L. Barber, 6767 Green Valley Road, Placerville, CA 95667	
	Peter G. Mehas, 1111 Van Ness, Fresno 93721	
	Joni K. Samples, 525 W. Sycamore, Willows 95988	
	Louis Bucher, 901 Myrtle Avenue, Eureka 95501	
	George Lozito, 135 S. Jackson Street, P.O. Drawer G, Independence 93526	
	Larry E. Reider, 1300 17th Street, City Centre, Bakersfield 93301-4533	
	Thomas Lasek, 1144 W. Lacey Blvd., Hanford 93230 (Government Ctr)	
	William Cornelison, 1152 S. Main Street, Lakeport 95453	
	Robert L. Owens, 472-013 Johnstonville Rd. North, Susanville 96130	
	Donald Ingwerson, 9300 Imperial Highway, Downey 90242-2890	
	Sally Frazier, 28123 Avenue 14, Madera 93638	
	Mary Jane Burke, 1111 Las Gallinas Ave., P.O. Box 4925, San Rafael 94913	
	Jeffrey Hamilton, County Office Bldg., 5082 Old Hwy North, Mariposa 95338	
	Paul Tichinin, 2240 Eastside Road, Ukiah 95482	
	Ronald Tiffee, 632 W 13th Street, Merced 95340	
Modoc	Carol Harbaugh, 139 W. Henderson Street, Alturas 96101	(530) 233-7100
Mono	Richard McAteer, 37 Emigrant Street, P.O. Box 477, Bridgeport 93517	(760) 932-7311
	William D. Barr, P.O. Box 80851, 901 Blanco Circle, Salinas 93912	
	Barbara Nemko, 1015 Kaiser Rd., Napa 94558	
	Terence McAteer, 112 Nevada City Hwy, Nevada City 95959	
	John F. Dean, P.O. Box 9050, 200 Kalmus Drive, Costa Mesa 92626	
	Alfred D. Nobili, 360 Nevada Street, Auburn 95603	
	Dennis K. Williams, 50 Church St., P.O. Box 10330, Quincy 95971-6009	
Riverside	David L. Long, 3939 13th Street, P.O. Box 868, Riverside 92502	(909) 788-6530
Sacramento	David P. Meaney, 9738 Lincoln Village Drive, Sacramento 95827	(916) 228-2500
	Timothy R. Foley, 460 Fifth Street, Hollister 95023	
San Bernardino	Herbert Fischer, 601 North E Street, San Bernardino 92410-3093	(959) 387-4210
San Francisco	Linda Davis, 135 Van Ness Avenue, San Francisco 94102	(415) 241 6000
San Ioaguin	Fredrick A. Wentworth, Ed. Center, 2901 Arch-Airport Road, Stockton 95213-9030	(200) 468-4800
	Julian Crocker, P.O. Box 8105, San Luis Obispo 93403-8105	
	Floyd Gonella, 101 Twin Dolphin Drive, Redwood City 94065-1064	
	William J. Cirone, P.O. Box 6307, 4400 Cathedral Oaks Rd., Santa Barbara 93160	
	Colleen B. Wilcox, 1290 Ridder Park Drive, San Jose 95131-2398	
	Diane K. Siri, 809 Bay Avenue, Suite H, Capitola 95010	
	Charles Menoher, 1644 Magnolia Avenue, Redding 96001	
	William R. Rouse, 604 B Main Street, P.O. Box 959, Loyalton 96118	
	Barbara Dillmann, 609 South Gold Street, Yreka 96097	
Solano	Wendall Kuykendall, 5100 Business Center Drive, Fairfield 94585	(707) 399-4401
Sonoma	Tom Crawford, 5340 Skylane Blvd., Santa Rosa 95403	(707) 524-2600
	Martin G. Petersen, 1100 H Street, Modesto 95354	
	John Boyd, County Office Bldg, 463 Second Street, Yuba City 95991	
	Robert E. Douglas, P.O. Box 689, 1135 Lincoln Street, Red Bluff 96080	
	James B. French, 201 Memorial Drive, Weaverville 96093	
	Jim Vidak, 2637 W. Burrel, P.O. Box 5091, Visalia 93278-5091	
	Dan White, 175 South Fairview Lane, Sonora 95370	
	Charles Weis, 5189 Verdugo Way, Camarillo 93012	
	Jorge Ayala, 1240 Harter Avenue, Woodland 95776	
Yuba	Richard D. Teagarden, 938 14th Street, Marysville 95901	(530) 741-6231